



# GENERAL ORDER

## GENERAL ORDER 110.02

### Leave Administration

#### Administrative Services Bureau

Issue Date: 01/01/1995

Revision Date: 07/07/2015

#### 1 APPLICABILITY

2 All career members and civilian staff members

#### 3 POLICY

4 The Howard County Department of Fire and Rescue Services (the Department) shall provide appropriate  
5 programs and controls for the management and use of leave.

#### 6 DEFINITIONS

#### 8 PROCEDURES

9 Each Bureau Chief is responsible for ensuring that their bureau is adequately staffed each work day in  
10 order to conduct County business.

- 11
- 12 • For bureaus with 24hr operations, the Bureau Chief shall ensure that minimum staffing levels
- 13 are achieved daily.
- 14 • For bureaus with day work staff positions, a representative from each bureau shall be
- 15 available from 0800hrs – 1700hrs Monday through Friday, except for county holidays (and
- 16 other county-recognized days when employees are not expected to report for work, i.e.,
- 17 furlough days, non-essential civilian personnel on inclement weather days, etc.).
- 18

19 All leave shall be earned, scheduled, and used in accordance with the requirements and guidelines set  
20 forth in the Howard County Employee Manual and/or any applicable negotiated collective bargaining  
21 agreements. Additional information regarding different types of leave and their usage can be found in the  
22 Howard County Government Employee Manual at

23 <http://howardcountymd.gov/displayprimary.aspx?id=4294969521> and the union contracts at  
24 <http://howardcountymd.gov/displayprimary.aspx?id=4294969504> .

25

26 Each bureau shall develop procedures for submitting and approving Annual/Personal/Compensatory  
27 Time leave requests of the personnel assigned to the bureau. Each bureau must also develop procedures  
28 for personnel to follow in order to notify supervisors of their need to use Disability leave. These  
29 procedures must assure adequate bureau coverage to conduct County business. The procedures shall be  
30 considered attachments to this General Order.



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32 The following types of leave are provided and specifically defined and regulated by the Howard County  
33 Employee Manual and/or any applicable negotiated collective bargaining agreement:

34

- 35 1. Disability Leave
- 36 2. Annual Leave
- 37 3. Personal Leave
- 38 4. Compensatory Time
- 39 5. Holiday Leave
- 40 6. Leave of Absence Without Pay
- 41 7. Jury Leave
- 42 8. Official Leave
- 43 9. Military Leave
- 44 10. Union Leave
- 45 11. Court Leave
- 46 12. Bereavement Leave
- 47 13. Family/Medical Leave (FMLA)
- 48 14. Liberal Leave
- 49 15. Leave for Negotiations

50

## 51 **DISABILITY (SICK) LEAVE**

52 Usage of disability leave shall be in compliance with the Employee Manual and/or appropriate collective  
53 bargaining agreement.

54

55 Except in emergencies, notification of illness or injury that would prohibit an employee from being at  
56 work will be accomplished as early as possible, but not less than one hour prior to the time the employee  
57 is scheduled to report for duty, assignment, or detail.

58

59 The employee requesting Disability Leave should obtain the name of the person to whom notification is  
60 made to ensure accountability at a later date, if necessary. All disability leave use must be documented  
61 on the appropriate Department form by the employee receiving the notification of request for leave.

62

63 Employees who have minor illnesses or injuries are approved to perform activities of a personal nature as  
64 long as the activities are consistent with the restrictions pertaining to the illness or injury. The employee  
65 does not need clearance from any certifying physician to perform these activities. No notice to the  
66 employee's supervisor is required. An example of such is:

67

- Going to the grocery store or pharmacy

68

69 The employee must not engage in any activity while on approved disability leave which would prolong or  
70 aggravate their illness, injury or other disabling condition.

71

72 Employees on disability leave must not engage in Secondary Employment as stipulated in General Order  
73 110.14, Secondary Employment.

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77 Employees assigned to field operations in ESB who use more than two (2) consecutive workdays of  
78 disability leave must submit a written note from a physician or other licensed medical practitioner upon  
79 their return to work. Employees assigned elsewhere, who use more than four (4) consecutive workdays  
80 of disability leave must submit a written note from a physician or other licensed medical practitioner  
81 upon their return to work. The note must confirm the dates of treatment, the anticipated duration, and  
82 the employee's inability to report to work or perform the employee's duties and responsibilities for the  
83 duration of his absence from duty. When applicable, employees shall submit FMLA paperwork in  
84 accordance with General Order 110.015, Implementation of the Family and Medical Leave Act.

85  
86 If disability leave abuse is suspected, the employee may be notified that a doctor's certificate will be  
87 required for any future absences. An employee who has submitted notice of intent to resign may be  
88 required to submit a doctor's note for all disability leave used during the notice period.

- 89  
90 • Patterns of such use (abuse) may include, but are not limited to:
  - 91 ○ Any use of disability leave after a request for annual/personal leave has been denied or
  - 92 the member is on the waiting list for leave;
  - 93 ○ Use of disability leave the shift before or after a Kelly Day, holiday, or weekend day;
  - 94 ○ Use of disability Leave on a holiday or weekend day
  - 95 ○ Use of disability leave when the schedule requires an undesirable assignment or detail,
  - 96 training, special project or function;
  - 97 ○ Engaging in Secondary Employment activities while using disability leave without prior
  - 98 approval.
  - 99 ○ Employees who have completed their probationary period and have less than 100 hours of
  - 100 Disability Leave, barring extenuating circumstances.

101  
102 Employees requiring disability leave for routine medical appointments are expected to schedule those  
103 appointments for days off work when possible. An employee who has prior knowledge of a need for  
104 disability leave (i.e. pre-scheduled treatment, dental procedure, operation, etc.) will inform his supervisor  
105 in advance so that changes to work schedules may be requested and approved as appropriate.

## 106 ANNUAL LEAVE, PERSONAL LEAVE, AND COMPENSATORY TIME

107 Requests to use Annual Leave, Personal leave, and Compensatory Time will be granted based upon  
108 available leave slots, where applicable, and a Bureau's staffing needs in accordance with the guidelines of  
109 the Howard County Employee Manual and the provisions afforded by any applicable negotiated  
110 bargaining agreement.

111 Field Battalion Chiefs and Headquarters Bureau Chiefs shall have the authority to approve the use of  
112 unscheduled Personal or annual Leave.

## 113 HOLIDAY LEAVE

114 Employees will be entitled to paid holidays as identified in the Howard County Employee Manual and any  
115 applicable negotiated bargaining agreement.



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119 **LEAVE OF ABSENCE WITHOUT PAY**

120 The Howard County Personnel Officer may grant requests for leave of absence without pay for a period  
121 not to exceed one year under such terms and conditions as are set forth in the Howard County Employee  
122 Manual.

123

124 **JURY LEAVE**

125 Usage of jury leave shall be in compliance with the Employee Manual and/or appropriate collective  
126 bargaining agreement. Employees summoned for jury duty must provide their immediate supervisor  
127 with a copy of the notice. Employees will receive full pay for the time needed to serve. Employees  
128 assigned to 24hr shifts are required to report for work at the conclusion of jury duty on shift days (or to  
129 have approved leave for the remainder of the shift day). If not required to serve as a juror on a particular  
130 workday, the employee must immediately contact the supervisor to determine when next to report for  
131 work.

132

133 **OFFICIAL LEAVE**

134 Usage of Official Leave shall be in compliance with the Employee Manual, the appropriate collective  
135 bargaining agreement, and/or Department General Order #130.04, Official Leave and Travel.

136

137 **MILITARY LEAVE**

138 Usage of military leave shall be in compliance with the Employee Manual and/or appropriate collective  
139 bargaining agreement. Requests for Military Leave should be made two weeks prior to the date of leave  
140 requested.

141

142 **UNION LEAVE**

143 The total amount of Union Leave granted during any fiscal year shall be in accordance with the Collective  
144 Bargaining Agreements of Local 2000, Local 1810, and Local 3085, if applicable. In partnership, both the  
145 Administrative Services Bureau and the Union will track Union Leave usage during each fiscal year. If  
146 necessary, Administrative Services Bureau and the Union shall meet to resolve any discrepancies.

147

148 **LEAVE TO APPEAR AS A COURT WITNESS**

149 Employees required to testify in court as a result of **job related** activities must provide the supervisor  
150 with a copy of the subpoena. In accordance with the appropriate collective bargaining agreement,  
151 employees are entitled to either overtime pay for court appearances during scheduled off duty periods or  
152 assignment to court during scheduled on duty periods.

153

154 Employees that are required to testify in court, but not as a result of job related activities, shall be  
155 required to use annual/personal leave or compensatory time. A copy of the subpoena shall accompany  
156 the leave request in order to assure that leave will be approved.

157

158 **BEREAVEMENT LEAVE**

159 In accordance with any applicable collective bargaining agreements and the Howard County Employee  
160 Manual, the employee's immediate supervisor will grant an employee bereavement leave for a maximum  
161 of three (3) consecutive workdays following the death of an employee's spouse, son, daughter, mother,  
162 father, brother, sister, parents-in-law, step-parents, grandparents, grandchild, or same sex domestic



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163 partner (for whom a partnership declaration form is on file) and/or for absences due to a serious health  
164 condition for which FMLA leave benefits are approved for family members.

165

166 A maximum of one (1) day will be granted upon the death of the employee's brother-in-law or sister-in-  
167 law. An extra two (2) days may be granted if the funeral is outside the state of Maryland.

168

## 169 **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

170 All civilian and sworn employees are entitled to the provisions of the Family and Medical Leave Act  
171 (FMLA) as identified in the Howard County Employee Manual and General Order 110.15, Family and  
172 Medical Leave Act (FMLA).

173

## 174 **LEAVE FOR NEGOTIATIONS**

175 Members of Local 2000, Local 1810, and Local 3085 shall be selected by the Union and will be granted  
176 leave with pay for the purpose of negotiating a collective bargaining agreement with the County. For  
177 attendance at those bargaining sessions conducted during their normal working hours, the bargaining  
178 sessions shall be deemed to include one hour of time before and after each session to be utilized for  
179 meetings among the Union's bargaining representative.

180

181 This leave does not count against the total number of hours of Union Leave.

## 182 REFERENCES

183

## 184 SUMMARY OF DOCUMENT CHANGES

185 Added new language that gave examples of Disability Leave Abuse, described activities an employee may  
186 perform while on Disability Leave, updated language under Bereavement Leave,

## 187 FORMS/ATTACHMENTS

188

## 189 APPROVED

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191  
192 Deputy Chief John S. Butler  
193 Operations Command  
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